



Adopted - April 10, 2008

**Minutes of a Meeting of the
West Shore Parks & Recreation Society**

BOARD OF DIRECTORS

held March 13, 2008 in the Fieldhouse

PRESENT: Directors Mark Cardinal (Chair), Garry Manhas, Arnie Hamilton, Ron Aubrey (Secretary/Treasurer), Terry Young, Jody Twa, Michael Ross, Winnie Sifert, Ute Schnarr, Dave Saunders, Geri Anderson (Vice-Chair), Denise Blackwell,

ABSENT: Kyara Kahakauwila, Les Bjola, Lanny Seaton

STAFF PRESENT:

Linda Barnes, Administrator
Debbie Hansen, Manager of Human Resources
Janet Barclay, Manager of Community Recreation & Development
Wade Davies, Manager of Operations
Cameron Reid, Manager of Finance & Administration
Lore Cumberbatch, Administrative Secretary

CALL TO ORDER

1. The meeting was called to order at 7:03 pm.

APPROVAL OF AGENDA

2. **MOVED/SECONDED** by Directors Twa and Saunders that the Agenda be approved as circulated.
CARRIED.

APPROVAL OF MINUTES

3. **MOVED/SECONDED** by Directors Sifert and Hamilton that the minutes of the regular meeting held February 21, 2008 be adopted as circulated.
CARRIED.

CHAIR'S REMARKS

4. None.

PUBLIC PARTICIPATION

5. None.

NEW BUSINESS

6. a) Renaming of Centennial Park Recreation Centre Report

The Manager of Community Recreation and Development presented a report dated March 4, 2008 recommending shortening the name of the Centennial Park Recreation Centre (CPRC) to Centennial Centre.

After discussion it was

MOVED/SECONDED BY Directors Anderson and Saunders that Centennial Park Recreation Centre's name be shortened to Centennial Centre.
CARRIED.

b) Equipment Replacement: Floor Machine Scrubber

The Manager of Operations presented a report on behalf of the Maintenance Supervisor dated March 6, 2008 requesting the purchase of a 2008 Nilfisk-Advance Floor Machine scrubber for the JdF Arena, Pool, Curling Rink and upper floor at a cost of \$19,377.70. This equipment replacement request has been included in the in the 2008 Five Year Capital Plan Budget.

This machine was chosen due to the ability to work on varied floor types (including exposed aggregate in the hallways at JdF)

MOVED/SECONDED BY Directors Ross and Aubrey that the purchase of a 2008 Nilfisk-Advance Floor Machine Scrubber at a cost of \$19,377.70 be approved.
CARRIED.

c) Junior B Minor Hockey (Sooke Stingers) Presentation

The President/GM of The Stingers Junior B Hockey Club (Vancouver Island Junior Hockey League) made a presentation to the Board requesting permission to relocate the club to the JdF Arena.

The Club fills a need for boys (16-20) to continue to play structured hockey after they have completed midget hockey and have looked at the JdF schedule and request Monday's at 8:00 pm time slot which is presently filled by an adult public skate time. They understand that need for public skate is important but feel that keeping young men (16-20) in a structured environment will only ensure that positive outcomes for them. Sooke Stingers request that this will only be a temporary fix until an alternative or a new facility is constructed in the west shore.

After hearing concerns and further discussion from both the Board and Minor Hockey if was,

MOVED/SECONDED by Directors Twa and Saunders that the Board allow Sooke Stingers Junior B Minor Hockey to use the 1.5 hours of ice time starting at 8:00 pm Mondays for hockey games and that staff proceed on drafting an interim contract agreement with the Sooke Stingers.
CARRIED.

MOVED/SECONDED by Directors Twa and Saunders that staff bring forward and ice allocation breakdown of prime time ice usage to the April Board meeting.
CARRIED.

MOVED/SECONDED by Directors Blackwell and Schnarr that an Ice Allocation Policy be drafted and brought forward to the April Board meeting.
CARRIED.

d) BCRPA Symposium

The Manager of Community Recreation and Development presented a reported dated March 5, 2008 on the BCRPA Symposium for information to the Board.

The British Columbia Parks and Recreation Association (BCRPA) is holding annual Symposium at the Victoria Conference Centre April 2008. A pre-symposium session, offered April 23 and 24 is directed at parks and recreation commissioners and board members. The society has training funds available which can be used by society board members should they choose to attend.

SESSION DESCRIPTION: Community Leaders Workshop

Part I: Wednesday April 23 1:00pm-5:00pm and Part II: Thursday April 24 8:30am-11:30am
The Community Leaders workshop will illuminate the impact parks commissioners and boards can have on a community. This highly interactive and thought-provoking session is geared towards people of all experience levels. You'll learn the components of an active community and the best ways to encourage people to become physically active and healthy. The workshop also discusses the role of community organizations in public planning and advocacy. And it will outline strategies for policy development, setting goals, decision making and forging effective community partnerships. The session's Hot Topic discussions will cover pressing issues such as budget challenges, new revenue sources, alternative service delivery methods, aging infrastructure and Olympic opportunities.

MOVED/SECONDED by Directors Anderson and Sifert that the report be received for information.

e) Summer Curling Rink Conversion

The Manager, Operations presented a verbal report to the Board noting that they are doing a 6-week trial converting the Curling Rink to a skating rink for figure skating and private sessions for an approximate 6-week trial period (April 1-May 11, 2008), The rental will cover all of the man hours and new tires for the Zamboni.

MOVED/SECONDED by Directors Hamilton and Ross that the Board approves the Curling Rink conversion plan and applauded the staff for using innovative ideas for better space usage during off season times.

f) WSPRS Tax Receipts (Donations)

The Manager of Finance and Administrator presented a verbal report on the practices of handing out tax receipts for donations at WSPRS.

MOVED/SECONDED by Directors Aubrey and Anderson that the Donation Policy be reviewed and a draft policy be brought back to the April Board meeting.

CARRIED.

g) WSPRS Dog Leash and Towing Bylaw

The Manager of Operations presented a report dated March 6, 2008 requesting that the Board grant approval to adopt the City of Colwood's Animal Control and Parking Bylaws.

He noted that he has had several conversations with Colwood's Bylaw Enforcement Officer (Kevin Atkinson) concerning the problems with unleashed dogs in the park and people running them on the sports surfaces. The Bylaw Officer had indicated that West Shore Parks and Recreation should be able to adopt a bylaw for the West Shore Parks and Recreation grounds, similar to the one Colwood is using for Esquimalt Lagoon.

West Shore Parks and Recreation has also had an ongoing issue with illegally parked and abandoned vehicles on the site. The Bylaw Officer has noted that the City of Colwood can grant authorization for a trained member of Management to have illegally parked or abandoned vehicles removed. The Society would use a progressive system of using warning and fines and towing/removing the vehicle as a last resort.

MOVED/SECONDED by Directors Blackwell and Schnarr that the West Shore Parks and Recreation Management to work in partnership with Colwood Bylaw enforcement to adopt and implement Bylaw No. 160 for the regulation of animals in the park and to authorize authority to management to have illegally parked vehicles removed.

CARRIED.

MOVED/SECONDED by Directors Hamilton and Young that the West Shore Parks and Recreation Society to draft and implement a policy that dogs are to be leashed on West Shore Recreation property.

CARRIED.

OLD BUSINESS

7. a) JdF Playing Fields Analysis (Next Steps)

The Administrator presented a report dated March 5, 2008 at the request from the February 2008 Board to present an implementation plan for the March Board meeting.

The Administrator indicated that both the original Playing Fields Analysis by KWC Planning and the most recent "Next Steps" report have both valuable and made logical information but have several items missing in order for West Shore Parks and Recreation to move forward.

With recent developments with the announcement of Langford's plan to build artificial turf fields, stadium and other recreation amenities have changed the focus of demand for field space. The Administrator will be attending all member municipality Parks and Recreation Committee meetings as well as reconvening the Facility User Committee and meeting with School District 62 official in order to gather information on strategic planning for any future initiatives. As there is urgency to move ahead on the recommend field development at West Shore Parks and Recreation Complex and Royal Bay, the Administrator recommends the following:

1. That as a first priority in responding to issues identified in the "Next Steps" report, staff develops and implementation strategy to build an artificial turf field at the current velodrome site. This would be large enough o accommodate local community users in football, soccer, field lacrosse, and possibly other sports including rugby and field hockey. This plan would include detailed design, timelines, partnerships and funding options for the Board consideration at the May 2008 Board Meeting.
2. That staff develops an implementation strategy for Board consideration and operational expenses for two high quality, lighted sand based fields at the Royal Bay school site.
3. That the remainder of the recommendations in the "Next Steps" report be referred to the Facility Users Committee (formerly Fields Committee) for further consideration.

MOVED/SECONDED by Directors and Saunders and Schnarr that the report be received for information and that a plan for implementation of the three (3) recommendations be brought forward by staff for the May Board meeting.

CARRIED.

FOR INFORMATION

8. a) Human Resources – Staffing Report

The Manager, Human Resources, presented the staffing report for the period of February 11 – March 5, 2008.

MOVED/SECONDED by Directors Twa and Blackwell that the report from the Manager, Human Resources be received for information.
CARRIED.

IN CAMERA

- 10.** MOVED/SECONDED by Directors Hamilton and Seaton that at 8:31 p.m. the Board entered into an In Camera Session and Rose Without Reporting at 9:02 p.m.

ADJOURNMENT

- 11.** The meeting adjourned at 9:02 p.m.